

**NEW HAMPSHIRE REAL ESTATE APPRAISER  
PUBLIC MEETING MINUTES  
April 21, 2023**

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There was a meeting of the Real Estate Appraiser Board held on April 21, 2023. The public may attend via video/teleconference. The following Board Members attended in person at the Board's Office: Sherman, Schubert, Correnti, LeMay and Macagba.

Attended in person was OPLC Board Administrator Dawn Couture.

Also, attended in person were OPLC Board Counsel Attorney Shane Goulet and Attorney Rahkiya Medley.

Board Member Macagba was in attendance at 9:04 a.m.

**I. Call to Order – 9:01 a.m.**

**II. Approval of Public Minutes of the February 2, 2023 and March 24, 2023 meetings –**

- a. February 2, 2023 minutes – Board Member Schubert made a motion to approve the minutes as amended. The motion was seconded by Board Member LeMay. The motion passed 4-0. Board Member Macagba was not present.
- b. March 24, 2023 minutes – Board Member LeMay made a motion to approve the minutes as amended. The motion was seconded by Board Member Schubert. The motion passed 4-0. Board Member Macagba was not present.

**III. New Business –**

- a. Welcome Jonathan Wood – Mr. Wood introduced himself as the Board's newest member. He will be officially a voting member at the May meeting as the Certified Residential Appraiser. The Board welcomed Mr. Wood.
- b. Laura Davies – Continuing education waiver request – Board Chair Sherman made a motion to send a letter to Ms. Davies to provide additional information about her waiver request. The motion was seconded by Board Member Schubert. The Board held a discussion. Board Chair Sherman made an amended motion to add the chaptering verse regarding waiver requests. The motion was seconded by Board Member Correnti. The motion passed unanimously.
- c. USPAP Fifth Exposure Draft – Noted by the Board.
- d. Banking Commission position – Board Chair Sherman informed the Board that she had written a letter and had emailed it to Attorney Goulet, who stated that he had not received it. He will recheck his inbox as well as trash folder. Board Chair Sherman mentioned that she will resent the letter and will include Executive Director Courtney.
- e. McKissock denying appraiser certificates for USPAP – Administrator Couture provided a brief update to the Board. Administrator Couture will include Board Counsel on emails with McKissock.
- f. OnBoard – Not able to print – Board Counsel informed the Board that OnBoard does not let them print due to confidential information uploaded for Boards to review. The question was asked "why can't just public information be printed?" Board Counsel cannot say for certain as to why OnBoard will not allow the ability to print; however, Counsel did indicate that a reason could be that even though a decision could be made

in public session, the information submitted to the Board may contain confidential information which should not be viewed by the public therefore, not allowing the ability to print will limit the possibility of having something out in public that really should not be out for the public to view. The Board would like Division Director Cottrell to attend the Board’s May meeting to discuss further.

- g. Experience Review Outline – Tabled.
- h. Courses for approval – Board Member LeMay made a motion to approve the courses presented. The motion was seconded by Board Chair Sherman. The motion passed unanimously.

Course	Provider
15 Takeaways from Your Colleagues' Misfortunes	Appraisal Institute NH-VT Chapter
Basic Appraisal Principles	Appraisal Institute
Basic Appraisal Principles	Appraisal Institute
Business Practices and Ethics	Appraisal Institute
Dealing with Atypical Properties or Assignment Conditions	Appraisal Institute NH-VT Chapter
Desktops Appraisals (Bifurcated, Hybrid) and Evaluations	Appraisal Institute
General Appraiser Report Writing and Case Studies	Appraisal Institute
General Appraiser Report Writing and Case Studies	Appraisal Institute
PrimeMLS Tools for Appraisers	Appraisal Institute NH-VT Chapter
Review Case Studies - Residential	Appraisal Institute
Subdivision Valuation	Appraisal Institute
FHA Roadmap	Appraiser eLearning
The Other Appraisal Reports: Exploring Restricted and Oral Appraisal Reports	Appraiser eLearning
Appraising Ag Facilities Swine Confinement Seminar	ASFMRA
Appraising Natural Resources: Oil, Gas, and Minerals	ASFMRA
Farmer Mac Appraisal Requirements	ASFMRA
Introduction to Business Valuation for Rural Appraisers	ASFMRA
Livestock Ranch Seminar	ASFMRA
Acquainting Ourselves with the ANSI Standard Measuring Residential Properties Properly	Calypto Continuing Education
Investment Analysis for RE Appraisers	JMB Real Estate Academy
Technique of Income Property Appraisal	JMB Real Estate Academy
Appraisal of Fast Food Facilities	McKissock
Appraisal of Industrial and Flex Buildings	McKissock

Complex Properties: The Odd Side of Appraisal	McKissock
Income Approach Case Studies for Commercial Appraisal	McKissock
Responding to a Reconsideration of Value (ROV)	McKissock
That's a Violation	McKissock
The Basics of Expert Witness for Commercial Appraisers	McKissock
2022-2023 7-Hour National USPAP Update Course	The CE Shop LLC

**IV. Rules Review and Other Legislative Topics –**

- a. 9:30 a.m. Hearing on rules Rab 200 and Rab 400-500 various sections – The hearing opened at 9:31 a.m. Tina Kelley informed the Board that she will be doing a small corrective change to the heading on Rab 500 and Rab 501 as the document provided to the Board has Rab 100 and Rab 101. There were no public comments. The hearing closed at 9:46 a.m.
- b. HB2 – Attorney Goulet provided an update to the Board. The majority of the Board’s will be going to down to five members. The Board held a discussion. Attorney Goulet suggested for someone to write a testimony as to why limiting the number of Board Members to five does not work for this Board and he present it at the upcoming hearing upon authority from the Board. Board Member LeMay made a motion to authorize Attorney Goulet to discuss read the testimony on behalf of the Board. The motion was seconded by Board Member Correnti. The motion passed unanimously.
- c. HB655 – The Board did not take a formal position. Attorney Goulet informed the Board that this should pass.

**V. Non-Public Session**

At 9:47 a.m. upon the motion of Board Chair Sherman and the second of Board Member Correnti, to go into a non-public session the Board, by roll call, voted to conduct a non-public session for the purpose of the reading and approval of the non-public minutes of the February 2, 2023 and March 24, 2023 meetings, and evaluating complaints against licensees, accredited individuals, institution, or organizations, or persons charged with practicing unlawful appraising activity, and noting that such a non-public session is authorized by RSA 91-A:3, II(c), RSA 91-A:5, IV, *Lodge v. Knowlton*, 118 N.H. 574 (1978), and the Board’s executive and deliberative privileges. Each Member recorded his or her vote on the motion, which passed by the vote of all members present.

**VI. Resume Public Session**

At 11:51 a.m. upon the motion of Board Chair Sherman and the second of Board Member LeMay, and the Board unanimously voted by roll call, to reconvene the public meeting.

**VII. Seal the Minutes of the Non-Public Session**

Upon the motion of Board Member LeMay and the second of Board Member Correnti, by roll call voted to seal the minutes of the non-public session from the public disclosure pursuant to RSA 91-A:3, III(c), on the grounds that public disclosure would be likely affect adversely the

reputation of licensees, accredited individuals, institutions, or organizations, or persons charged with practicing unlawful appraising activity, RSA 91-A:5, IV, *Lodge v. Knowlton*, 118 N.H. 574 (1978), and the Board's executive and deliberative privileges. The motion passed with each member recording his or her vote on the motion.

**VIII. Next Meeting** – Friday, May 12, 2023 at 9:00 a.m.

**IX. Adjournment** – Board Member LeMay made a motion which was appropriately seconded by Board Member Schubert to adjourn the meeting at 12:09 p.m. The motion passed unanimously.